



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval for Retirement  
Under  
5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Airplane Flight Instructor

Organization Title: \_\_\_\_\_

Position Number: F008 Series and Grade: GS-2181-13

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The primary purpose of this position is to serve as one of possibly two nationally designated Instructor and Check Pilot for Aerial Supervision Module (ASM1) operations. The incumbent provides operational direction, technical support, and assistance to aerial operations in coordination with ground personnel on wildland fire, urban interface fires and other assigned emergency incidents. **The position requires prior firefighting experience and is clearly in an established career path.**

[Signature]  
Bureau Program Designee

2-26-01  
Date

[Signature]  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

3/13/2001  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 02/13/2001 Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Human Resources

3/19/2001  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

|  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
|--|--|---|--|---------------------------------|--|--|--|--|--|---|--|--------------------------------|--|
| 2. Reason for Submission   |  |   |  |                                 |  | 3. Service   |  | 4. Employing Office Location   |  | 5. Duty Station   |  | 1. Agency Position No.<br>F008 |  |
| <input type="checkbox"/> Redescription   |  | <input checked="" type="checkbox"/> New |  | <input type="checkbox"/> Hdqtrs |  | <input checked="" type="checkbox"/> Field  |  |  |  |   |  | 6. OPM Certification No.       |  |
| <input type="checkbox"/> Reestablishment   |  | <input type="checkbox"/> Other          |  |                                 |  |  |  |  |  |   |  |                                |  |
| Explanation (Show any positions replaced)  |  |   |  |                                 |  | 7. Fair Labor Standards Act  |  | 8. Financial Statements Required   |  | 9. Subject to IA Action   |  |                                |  |
|  |  |   |  |                                 |  | <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt   |  | <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest |  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                             |  |                                |  |
|  |  |   |  |                                 |  | 10. Position Status  |  | 11. Position Is  |  | 12. Sensitivity   |  | 13. Competitive Level Code     |  |
|  |  |   |  |                                 |  | <input checked="" type="checkbox"/> Competitive  |  | <input type="checkbox"/> Supervisory   |  | <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical       |  |                                |  |
|  |  |   |  |                                 |  | <input type="checkbox"/> Excepted (Specify in Remarks)   |  | <input type="checkbox"/> Managerial  |  | <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive |  |                                |  |
|  |  |   |  |                                 |  | <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)  |  | <input checked="" type="checkbox"/> Neither  |  |   |  | 14. Agency Use                 |  |
| 15. Classified/Graded by   |  | Official Title of Position              |  |                                 |  | Pay Plan   |  | Occupational Code  |  | Grade   |  | Initials Date                  |  |
| a. Office of Personnel Management  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| b. Department, Agency or Establishment   |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| c. Second Level Review   |  | Airplane Flight Instructor              |  |                                 |  | GS   |  | 2181   |  | 13  |  | R twr 2/13/01                  |  |
| d. First Level Review  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| e. Recommended by Supervisor or Initiating Office  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| 16. Organizational Title of Position (if different from official title)  |  |   |  |                                 |  | 17. Name of Employee (if vacant, specify)  |  |  |  |   |  |                                |  |
| 18. Department, Agency, or Establishment<br>Department of the Interior   |  |   |  |                                 |  | c. Third Subdivision   |  |  |  |   |  |                                |  |
| a. First Subdivision<br>Bureau of Land Management  |  |   |  |                                 |  | d. Fourth Subdivision  |  |  |  |   |  |                                |  |
| b. Second Subdivision  |  |   |  |                                 |  | e. Fifth Subdivision   |  |  |  |   |  |                                |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |   |  |                                 |  | Signature of Employee (optional)   |  |  |  |   |  |                                |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |   |  |                                 |  | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |  |   |  |                                |  |
| a. Typed Name and Title of Immediate Supervisor  |  |   |  |                                 |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |  |  |  |   |  |                                |  |
| Signature _____ Date _____   |  |   |  |                                 |  | Signature _____ Date _____   |  |  |  |   |  |                                |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |   |  |                                 |  | 22. Position Classification Standards Used in Classifying/Grading Position<br>Aircraft Operations Series, GS-2181, Jan 1988, TS-84, HRCD-7   |  |  |  |   |  |                                |  |
| Typed Name and Title of Official Taking Action<br>Todd W. Ryan<br>Position Classification Specialist   |  |   |  |                                 |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |  |  |   |  |                                |  |
| Signature _____ Date 2/13/01   |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| 23. Position Review  |  | Initials                                |  | Date                            |  | Initials   |  | Date   |  | Initials  |  | Date                           |  |
| a. Employee (optional)   |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| b. Supervisor  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| c. Classifier  |  |   |  |                                 |  |  |  |  |  |   |  |                                |  |
| 24. Remarks  |  |   |  |                                 |  | Department of Interior, FF/LE Retirement Team Specialist<br>This PD has been approved as follows under 5USC 8336(c) and 8412(c)<br>Firefighter Law Enforcement<br>Primary Secondary/Administrative<br>Approval Date 3/19/01  |  |  |  |   |  |                                |  |

25. Description of Major Duties and Responsibilities (See Attached)

Airplane Flight Instructor  
GS-2181-13 Position # F008

**Introduction**

The primary purpose of this position is to serve as one of possibly two nationally designated Instructor and Check Pilot for Aerial Supervision Module(ASM1) operations. In addition, the incumbent of this position serves as an Air Tactical Pilot assigned to a state's Aerial Supervision Module (lead profile) (ASM1). The ASM1 is a fixed wing platform that utilizes two crewmembers to perform traditional air tactical flight and, when necessary, low-level operations including lead profiles. The ASM1 requires both crewmembers to be trained and work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance aviation safety, efficiency and effectiveness. Module operations require a fluid relationship between crewmembers that incorporates task sharing and coordination.

The incumbent serves as Pilot-In-Command, Instructor, and Check Pilot of single and multi-engine reciprocating and turbine powered airplanes (less than 12,500 pounds gross takeoff weight) under visual and instrument flight rules and operating speeds in the slow to medium range (typically 250 knots or less). The incumbent provides training and instruction in general and special use operations conducted in support of natural resource programs, including fire management, minerals, lands, wildlife, recreation, and law enforcement. The incumbent will be required to also fly missions in direct support of these programs.

The incumbent provides operational direction, technical support, and assistance to aerial operations in coordination with ground personnel on wildland fire, urban interface fires and other assigned emergency incidents. The incumbent serves as the state's aviation representative and interagency liaison in providing leadership, guidance, assistance and evaluation for all technical aspects of aviation management in support of natural resource programs.

It has been determined that prior wildland firefighting experience and training is required to carry out the duties and responsibilities of this position.

**Major Duties**

**Flight Instructor and Pilot Inspector Duties: 30%**

Instructs in single and multi-engine aircraft on a wide variety of flight missions operating from high-density modern airports and substandard marginal mountain airstrips.

Functions as an instrument instructor pilot in single and multi-engine airplanes. Duties include training and evaluating students and rated pilots in the advanced techniques and procedures for flying fixed- wing aircraft using instruments. Advanced training includes instrument flight, precision handling and maneuvering of the aircraft, instrument flight using aircraft navigational instruments and systems ( e.g. radio directing and position finding systems) in conjunction with air navigation, air traffic control operations and procedures and pilot interface with those activities, instrument approach and departure procedures, holding procedures and use of instrument landing systems. Instructs students in instrument emergency procedures and other precision instrument flight techniques.

Provides refresher and mission related training to pilots in flight training programs. Assignments cover both ground instruction and in flight training and evaluation. Mission related training include flight at minimum controllable speeds at low altitudes over unfavorable terrain for the purposes of directing airtankers in the dropping of retardant on wildland fires. Instructing in the area of wildfires is extremely difficult due to the air currents unique to wildland fires which make the aircraft unpredictable in its performance. In addition, the instructors must direct their attention outside the aircraft as well as on the student.

Teaches students how to perform low-level tactical flight profiles, coordinate aircraft over the fire, evaluate retardant requirements, lead retardant aircraft in and out of hazardous drop zones, evaluate retardant effectiveness, scout and report fire progress and behavior, evaluate effectiveness of suppression efforts, and assist in the formulation of Incident Action Plans.

Trains and evaluates rated pilots in methods of instruction. Duties include training the rated pilot in instructor's techniques and procedures needed to instruct in both instrument and mission flying.

Serves as a Pilot Inspector conducting flight checks and evaluates the qualifications and performance of contract and government pilots involved in fire and natural resource flight programs. Acts as a Departmental and interagency technical advisor and field representative in the areas of pilot and aircraft qualifications.

Operational Support: 70%

Functions as Pilot-In-Command in the assigned aircraft to conduct general and special use operations. These flights are conducted under visual and instrument flight rules and includes tactical missions over wildland fires, reconnaissance, and transportation of personnel and cargo. International flights may occur several times each year.

Serves as the pilot and team member of an ASM1 with a federal or cooperating state government Air Tactical Supervisor. Provides airspace coordination and air traffic management over the incident. Conducts low-level operations and gives direct supervision to airtankers and provides lead, chase, and show-me profiles.

Exercises authority, and has the final responsibility for the preparation, execution, and administration of assigned flights. Missions require performance planning, weight and balance calculations, weather briefings, completion of logs, forms, and administrative documents as required by DOI and FAA regulations.

Provides leadership to state and field office staffs by developing and implementing aviation technical field procedures or practices. Analyzes aviation assets and related technology to meet program goals and objectives. Provides specific safety oversight for the technical aspects of a state aviation program.

Serves as one of several national focal points for aviation technical standards and provides assistance to the National Aerial Supervision Program Manager in the development and

implementation of aviation programs including manual directives, handbooks, guides, and instructional material.

### **Factor 1 - Knowledge Required by the Position**

Must be a current and proficient instructor pilot and fully knowledgeable of requirements to perform as pilot-in-command of aircraft utilized by the fire suppression programs of the Bureau of Land Management and its cooperating agencies.

Comprehensive knowledge of advanced aerial fire fighting techniques, fire management operations, fire behavior, and fire control techniques to function as an Air Tactical Pilot instructor and Check Pilot during wildfire suppression activities.

Comprehensive knowledge of flight instruction, aerodynamics and aviation principles to instruct in various fixed-wing aircraft while flying in demanding regimes such as at low-level, rugged terrain and in adverse weather and unpredictable air currents associated with wildland fires.

Knowledge of fundamental of instruction, regulations, procedures and policies, as related to air traffic control, pilot certification and aircraft operation to legally operate aircraft in United States airspace during high traffic situations.

Ability to evaluate pilot proficiency, judgement and capacity to perform airborne mission check-rides and approve or disapprove pilots for use by interagency personnel.

Knowledge of low-level, high-density altitude, and mountain flying techniques under adverse conditions such as reduced visibility, winds, and high temperatures associated with firefighting flying.

Knowledge of the performance capabilities, operating limitations, characteristics, and requirements for a wide variety of single and multi-engine aircraft used in natural resource programs in order to evaluate and ensure safe and effective aircraft utilization.

Comprehensive knowledge of Federal Aviation Regulations (FARs), Departmental, Bureau, and cooperating agency operational requirements and regulations. Must possess sufficient experience to assure that mission directives are operationally valid and in legal compliance with those regulations.

Knowledge of the principles and practices of Crew Resource Management (CRM) and risk management techniques to ensure effective teamwork and task sharing during ASM operations.

### **Factor 2 - Supervisory Control**

Mission pilots assigned outside of Alaska work under the administrative supervision of the State Aviation Manager. Pilots assigned within the BLM Alaska Fire Service (AFS) organization work under the immediate supervision of the AFS Supervisory Pilot.

Works independently when performing safety of flight and mission objectives. Technical recommendations are considered authoritative within the parameters of the mission.

### **Factor 3 - Guidelines**

Guidelines include federal law, the Code of Federal Regulations, Executive Orders, OMB Circulars, and industry standards. They also include technical operational policies, directives, and management efforts of USDI, BLM, OAS, FAA, USDA Forest Service, and NTSB rules and regulations.

### **Factor 4 - Complexity**

Flies as pilot-in-command or as instructor of other pilots engaged in supporting fire and natural resource management programs. This requires many skills and techniques not practiced in routine aviation activities, including low-level flights in mountainous terrain, under adverse wind, turbulence, and low visibility conditions. The instructor plans, schedules, and conducts training flights which require reliance on precision instrument flight techniques. The instructor trains pilots to fly the full range of aircraft maneuvers or capabilities necessary to conduct operations in wildland fire suppression. Precise and well-planned flight techniques must be utilized to accomplish the job safely and effectively. Occasionally transports high ranking government officials.

### **Factor 5 - Scope and Effect**

The purpose of the work is to provide for safe, effective, and cost efficient use of aerial resources in support of interagency wildland fire suppression operations in the United States, including Alaska, and Canada.

### **Factor 6 - Personal Contacts**

Contacts are frequently made with other pilots, fire and aviation managers, dispatchers, and users, on an interagency basis. Works closely with the FAA, NTSB, OAS, Forest Service, and other State/Federal agencies on matters of standards, cooperative contract specifications, and operating procedures. Meets with manufacturers and aircraft operators regarding equipment and standards to meet the Bureau's needs. Maintains close contacts with professional and trade associations to stay current with new developments that apply to BLM aviation operations.

### **Factor 7 - Purpose of Contacts**

Contacts are for the purpose of instructing and certifying pilots, exchanging information, coordinating work efforts, providing technical advice and the resolution of problems. Contacts also assist in developing interagency cooperation, policies, procedures and practices to encourage the exchange and use of interagency personnel and aviation resources.

**Factor 8 - Physical Demands**

Frequent flights are made at low-level altitudes in adverse weather conditions (turbulence, wind, shear, heat and smoke). This position entails a substantial degree of hazard due to the demands for concentration caused by diversion and division of attention between flight instruction, ground activity, airspace coordination, and aircraft control for extended periods of time.

The incumbent must maintain a FAA Class II pilot's medical certificate. The job includes travel by aircraft, ground vehicle, and by foot to remote field locations to evaluate operations.

**Factor 9 - Work Environment**

The risks and discomforts involved are those of air travel compounded by the necessity of flight in smoke, turbulent air, over mountainous terrain, at low airspeeds and altitudes, and in high density air traffic (with and without radar control). Risks beyond normal are encountered while engaged in flight checks, operations in adverse flight conditions and into remote/isolated areas.

Protective equipment required includes the use of fire protective clothing, gloves, and boots.

Work includes extensive travel with considerable time spent away from home. Duty days are long and limited only by agency safety regulations.